

599 Program Transition to the One Stop System

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Webinar Agenda

- OSOS 599 Data Entry
- OSOS 599 Web-Based Local Management Reports
- Viewing UI Imaged Documents
- Q&As

Data Recording Requirements

Use of the One Stop Operating System (OSOS)

OSOS will be used as a shared tracking system:

- New OSOS Activities have been established to record 599 processing steps
- New web based OSOS Local WIA-Management Reports (LWIA-MR) have been created based on these OSOS activity entries that will allow both SPU and One Stop staff to track the status of 599 applications

Data Recording Requirements

Use of the One Stop Operating System (OSOS)

- OSOS Activities will be entered in OSOS both by One Stop and by SPU staff
- Today's training on OSOS/LWIA-MR is geared toward the One Stop staff and assumes that staff are already familiar with those systems.

Data Recording Requirements

Use of the One Stop Operating System (OSOS)

An OSOS 599 Activity Guide has been developed which lists all of the new OSOS 599 Activities and provides definitions and guidance on how / when to enter each activity.

- A copy of the OSOS Guide was mailed to you prior to the webinar
- The guide will also be found with other 599 info and training materials at:
<http://www.labor.state.ny.us/workforcenypartners/599trng.shtm>

Data Recording Requirements

Use of the One Stop Operating System (OSOS)

The names of each the OSOS 599 Activities begin with 599 followed either by OS or SPU to indicate which staff have the responsibility for data entry:

- *599OS* Activities are to be entered by One Stop staff
- *599SPU* Activities are to be entered by SPU staff

Data Recording Requirements

Use of the One Stop Operating System (OSOS)

The guide also indicates which OSOS activities also require staff to record written comments in OSOS in addition to posting the activity:

- OS staff begin comments with 599 OS
- SPU staff begin comments with 599 SPU

Use of the One Stop Operating System (OSOS) 599 Activities Entries

In OSOS, the new 599 Activities are listed in the ***L1 State Specific*** folder:

- Click on the Activity Button to bring up the drop-down hierarchy
- Click on the L1 State Specific Folder
- Click on the 599 Folder to bring up the list of new 599 activities

Note that OSOS soon will have 2 subfolders for 599 within the L1 State Specific Folder – 1 for 599 OS Activities and 1 for 599 SPU Activities

L1 State Specific Activity Drop Down List

The screenshot shows a window titled "Activities -- Web Page Dialog". Inside, there is a tree view under "Activities" with a folder "L1 State" containing a folder "599". Below this is a list of activities, each with a checkbox:

- 599OS Advise Customer of Need for Modified 599 Application
- 599OS Application Provided
- 599OS Application
- 599OS Date 599 M
- 599OS F/U with Cu
- 599OS Issue Reso
- 599OS Issue Reso
- 599OS Received C
- 599OS Recommenda approval (Conditional)
- 599OS Recommend Approval (Unconditional)
- 599OS Recommend Disapproval
- 599OS Review of Completed 5
- 599SPU Approval Issued

At the bottom of the list, there are two input fields: "Activity Date" with the value "06/02/2008" and "RR Event #" with a dropdown arrow. Below these are "Keyword(s)" and "Search" fields, and "OK" and "Cancel" buttons.

Select Activity to be entered by checking the appropriate box

Note: Activities should be entered on same day the activity is provided. The OSOS Activity Date defaults to the current date. If the activity cannot be recorded on the day it is provided, be sure to change the date field to reflect the actual date of the activity.

RR Event # does not apply to 599 – leave blank

After the Activity is selected and date entered, click the OK button at the bottom of the screen to save the entry.

**OSOS 599 Activities
For Tracking 599 Applications Initiated by the One Stop**

OSOS Activities Entered by OS Staff (599OS)	OSOS Activities Entered by SPU Staff (599SPU)
In Training Disclosure Date	
Application Provided	
Received Complete Application	
Documents Pending ●Documents Received	
Recommend Approval or Recommend Disapproval	
	Issue with OS Recommendation
Issue Resolved – OS Agrees with SPU Issue Resolved – Application Needs Minor Correction ●Advise Customer: Need for Corrected 599 App ●Date Corrected 599 Application Received	Issue Resolved – SPU Agrees with Original OS Recommendation
<i>If SPU Issues Approval, OS Staff must also make sure Training Service is in OSOS</i>	Approval Issued or Disapproval Issued <i>(If Disapproval, SPU also enters Disapproval Reason)</i>

OSOS 599 Activities For Tracking 599 Applications Initiated by the One Stop

Activities Entered by OS Staff (599OS)	Critical Points
In Training Disclosure Date	<ul style="list-style-type: none"> ● Only Enter if Claimant is already in training at time of disclosure ● In Comments, enter 14 Day Deadline Established for Submittal of Completed 599 Application
Application Provided	<ul style="list-style-type: none"> ● Records date One Stop staff gave UI claimant 599 application
Received Complete Application	<ul style="list-style-type: none"> ● Records date the Claimant provides completed application to One Stop ● If Training Disclosure Date 14 Day Deadline Established, Identify in Comments whether Receipt of Application is “Timely”
Documents Pending	<ul style="list-style-type: none"> ● In Comments: <ul style="list-style-type: none"> ▪ list all documents required ▪ identify 14 Day Deadline Date established ▪ confirmation that claimant signed document advisory
Documents Received	<ul style="list-style-type: none"> ● Records date One Stop received all required documents for complete application ● Identify in Comments whether Receipt of Documents is “Timely”

OSOS 599 Activities For Tracking 599 Applications Initiated by the One Stop

Activities Entered by OS Staff (599OS)	Critical Points
Recommend Approval	<ul style="list-style-type: none">● Records the date that the One Stop forwarded the complete 599 application to SPU with recommendation of Approval ● Requires Comment including:<ul style="list-style-type: none">➢ Training Acceptance Date➢ Summary of Training Program➢ List of documents sent to SPU with application
Recommend Disapproval	<ul style="list-style-type: none">● Records the date that the One Stop forwarded the complete 599 application to SPU with recommendation of Disapproval ● Requires Comment including:<ul style="list-style-type: none">➢ Summary of Training Program➢ Reason(s) for disapproval/criteria not met➢ Confirmation that applicant was given availability advisory

OSOS 599 Activities: Tracking 599 Applications Initiated by the One Stop
Entries For Cases When SPU Disagrees with One Stop: Requiring Resolution

Activities Entered by OS Staff (599OS)	Critical Points
<p>Issue Resolved – OS Agrees with SPU</p>	<p>One of 3 Possible Resolutions: OS staff agree that their original recommendation was not correct:</p> <p>Requires Comment explaining how resolution reached and action to be taken by SPU, including either:</p> <ul style="list-style-type: none"> ➤ OS staff agree that SPU will disapprove, even though OS recommended approval, <u>or</u> ➤ OS staff agree that SPU will approve, even though OS recommended disapproval
<p>Issue Resolved – Application Needs Minor Correction</p> <p>Related Activities:</p> <ul style="list-style-type: none"> ● Advise Customer: Need for Corrected 599 App ● Date Corrected 599 Application Received 	<p>One of 3 Possible Resolutions: OS and SPU agree that “minor” correction to application package needed to approve</p> <p>Requires Comment summarizing “minor” changes needed</p> <ul style="list-style-type: none"> ● Records date OS advises claimant of minor corrections needed <ul style="list-style-type: none"> ➤ Requires comment to record 14 day turnaround due date to get revised application/documentation, if needed. ● Records date OS receives corrected application and/or documentation <ul style="list-style-type: none"> ➤ Requires comment indicating if considered “timely”

OSOS 599 Activities

For Tracking 599 Applications Initiated by SPU Staff

OSOS Activities Entered by One Stop Staff (599OS)	OSOS Activities Entered by SPU Staff (599SPU)
<i>(If SPU Issues Approval, OS Staff must also make sure Training Service is in OSOS)</i>	Approval of OC Applicant
	Disapproval of OC Applicant <i>(If Disapproval, also enter Disapproval Reason)</i>
F/U with Customer on Disapproval of OC Applicant	

OSOS 599 Activities For Tracking 599 Applications Initiated by the One Stop

Activities Entered by OS Staff (599OS)	Critical Points
F/U with Customer on Disapproval of OC Applicant	<ul style="list-style-type: none">● Records date One Stop Staff follow-up with UI claimant to discuss disapproval of training program <p>Requires Comment:</p> <ul style="list-style-type: none">➤ Describe results of meeting and agreed upon next steps, services offered, etc..➤ Confirm that Availability Advisory was given

OSOS Activities Entered by SPU Staff (599SPU) Reasons for Disapproval

- *Disapproval 1 -- Ineligible for UI*
- *Disapproval 2 -- Exhausted*
- *Disapproval 3 -- Application Incomplete*
- *Disapproval 4 -- Training Not Needed*
- *Disapproval 5 -- Less than 12 Hours*
- *Disapproval 6 -- Over 24 Months*
- *Disapproval 7 -- Competent/Reliable Training Provider*
- *Disapproval 8 -- Does not lead to Occupational Goal*
- *Disapproval 9 -- No Reasonable Employment Opportunities*
- *Disapproval 10 -- Lack Aptitude*

Use of the One Stop Operating System (OSOS) 599 Activities Entry

Important Note:

- L1 State Specific activities are not considered “services” and do not create or extend program enrollments in OSOS.
- These 599 activities are for *tracking purposes only*. They must be entered in addition to regular OSOS activities which are considered services for enrollment and federal reporting purposes

Use of the One Stop Operating System (OSOS) Training Service Entry

For each **APPROVED** 599 Application (whether handled by the One Stop or by SPU), the One Stop is also responsible for recording the Training Service in the OSOS Services Module.

- Record Training Service in OSOS regardless of the funding source
- The Training Service entry in OSOS will act to keep the LEX / WIA program enrollments active while in training.
- Will avoid premature program exits and negative performance outcomes.

Use of the One Stop Operating System (OSOS) Training Service Entry

If the 599 training is funded by WIA, TAA, or another funding source required to use OSOS for reporting purposes:

- Follow normal OSOS instructions for entering OSOS Training Service
- Choose the appropriate Provider and Service
- Fund with \$1.00

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

Customer Search

Customer Detail

Comp Assess

Services

Malinak, Goldfish

SSN:

OSOS ID: NY009815558

<< < Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Lit/Num Tes > >>

Detail

Provider Name

Original Obligation Total Obligation

Offering Cost Actual Cost

Planned Start Date Planned End Date

Actual Start Date Actual End Date

Next Contact Date Minimum Hours

Program Svc Type Completed

Number of Weeks

Min. Prog. Agreed

Achv. Objective

Program

Agency

Office

Funding

	Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 1.00	\$ 0.00	

Total Funding

Petition #

RR Event #

	Achievement Objective	Service
<input checked="" type="checkbox"/>		Tractor Trailer, Class A

Use of the One Stop Operating System (OSOS) Training Service Entry

If the 599 training is NOT funded by WIA, TAA, or another funding source required to use OSOS for reporting purposes and/or

If the training provider/offering is NOT set up in OSOS:

- Established a simplified method of entering the 599 Approved training using a generic 599 provider offering
 - Use Provider “UI 599 Program”
 - Set WIB designation to null when searching
 - Use Appropriate Service Type of:
 - “Occupational Skills Training - Non-DOL”
 - Or TBD type to indicate GED/ESL/Basic Skills Training
 - Fund with \$0.00

Quick Search

General Info

Custom

Set WIB designation to null

Location

WIB



City

Start Date Range

From

To

Provider Information

Provider Name

UI 599 Program



Service Name

Use Provider UI 599 Program

Provider Status

Active

Service Type

Service Type

Choose appropriate service

<input type="checkbox"/>	Provider Name	Provider Service Name	Location	Start D	Start Time	End Date	End Time
<input type="checkbox"/>	UI 599 Program	ESL - non-DOL	Albany				
<input type="checkbox"/>	UI 599 Program	Basic Skills - non-DOL	Albany				
<input type="checkbox"/>	UI 599 Program	Occupational Skills Training - non-DOL	Albany				

25

Search

Clear

Detail

Delete

Print List

Schedule

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

Customer Search

Customer Detail

Comp Assess

Services

Malinak, Goldfish

SSN:

OSOS ID: NY009815558

<< < Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Lit/Num Tes > >>

Detail

Provider Name UI 599 Program

Original Obligation Total Obligation \$ 0.00

Offering Cost \$ 1.00 Actual Cost

Planned Start Date Planned End Date 08/01/2009

Actual Start Date 08/01/2008 Actual End Date

Next Contact Date Minimum Hours

Program Svc Type ITA-Training Completed

Number of Weeks

Min. Prog. Agreed

Achv. Objective

Program

Agency New York City WAE Change Office

Office NYC Dept of Small Business Service

Funding

	Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 0.00	\$ 0.00	<input type="text"/>

Fund with \$0 (zero)

Total Funding \$ 0.00 Add Edit Delete

Petition #

RR Event #

	Achievement Objective	Service
<input checked="" type="checkbox"/>		Occupational Skills Training - non-DOL

New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Post a Note Check Labor Market Information

OSOS 599 Web-Based Local Management Reports

- Web Based Reports are available on OSOS Local WIA Management Report (LWIA-MR) site
- 2 Separate Reports:
 - One Stop 599 Application Tracking Report
 - Original Claim (OC) 599 Applicant Tracking Report

599 Application Tracking Reports

599 Application Tracking

--Choose Office--

Get List for Office

--Choose Office--

Get OC List

One Stop 599 Application Tracking Report

Original Claim (OC) 599 Applicant Tracking Report

One Stop 599 Applicant Tracking Report

OS 599 Application Tracking

Office: TROY

Links	OSOSID	SSN	Name	In Training Disclosure Date	Application Provided or Correction Requested	Received Completed Application or Correction	Type of Application	Documents Pending	Date Pending Documents Received	Recommendation Sent to SPU	Type of Recommendation	SPU Identified Issue	Issue Resolved	How Issue Resolved	SPU Determination Issued	SPU Determination Type
Comments	NY009888869		Oneill, Kimberly	-	2008-07-30	2008-08-06	Initial	2008-08-06	2008-08-06	2008-08-06	A	-	-	-	-	-
Comments	NY001849034		Howes, Mark	-	-	-	-	-	-	-	-	-	-	-	2008-07-22	SPU Approval
Comments	NY009710161		Cocca, Erica	-	2008-08-04	2008-08-07	Initial	2008-08-07	-	2008-08-07	A	-	-	-	-	-
Comments	NY009851975		Koba, Ginger	-	2008-07-17	-	Initial	-	-	-	-	-	-	-	-	-

Click Column Header to sort Total Records:4

Rows: represent individual 599 applications identified by SSN, OSOS ID, and Name

Columns: represent activities and activity dates to track status of application, based on OSOS entries

One Stop 599 Applicant Tracking Report

Color Key:

- One Stop Entered Activity
- **SPU Entered Activity**
- Source of Entry can be either One Stop or SPU

OS 599 Application Tracking

Office: TROY

Links	OSOSID	SSN	Name	In Training Disclosure Date	Application Provided or Correction Requested	Received Completed Application or Correction	Type of Application	Documents Pending	Date Pending Documents Received	Recommendation Sent to SPU	Type of Recommendation	SPU Identified Issue	Issue Resolved	How Issue Resolved	SPU Determination Issued	SPU Determination Type
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Comments	NY009888869
Comments	NY001849034
Comments	NY009710161
Comments	NY009851975

Column Headings of One Stop Applicant Tracking Report Represent Sequence of OSOS Activities:

- In Training Disclosure Date
- Application Provided
- Received Completed Application
- Application Type: Initial or Correction
- Documents Pending
- Date Documents Pending Received
- Recommendation Sent to SPU
- Type of Recommendation: A (Approval) or D (Disapproval)
- **SPU Identified Issue**
- Issue Resolved
- How Issue Resolved: **SPU Agrees with OS**, OS Agrees with SPU, or Correction Needed
- **SPU Determination Issued**
- **SPU Determination Type: A (Approval) or D (Disapproval)**
- **Disapproval Reason**

approval

One Stop 599 Applicant Tracking Report

OS 599 Application Tracking

Office: TROY

Links	OSOSID	SSN	Name	In Training Disclosure Date	Application Provided or Correction Requested	Received Completed Application or Correction	Type of Application	Documents Pending	Date Pending Documents Received	Recommendation Sent to SPU	Type of Recommendation	SPU Identified Issue	Issue Resolved	How Issue Resolved	SPU Determination Issued	SPU Determination Type
Comments	NY009888869		Oneill, Kimberly	-	2008-07-30	2008-08-06	Initial	2008-08-06	2008-08-06	2008-08-06	A	-	-	-	-	-
Comments	NY001849034		Howes, Mark	-	-	-	-	-	-	-	-	-	-	-	2008-07-22	SPU Approval
Comments	NY009710161		Cocca, Erica	-	2008-08-04	2008-08-07										
Comments	NY009851975		Koba, Ginger	-	2008-07-17	-										

Click on any Report Column Heading and the Report will be sorted based on that column. Click again and it will sort again in reverse order.

Click on the **Comments** hyperlink to view the OSOS Comments, which provide more detail on the status of the application.

For Applications Approved by SPU, this report will also identify whether a Training Service has been entered in OSOS. A hyperlink called "Service" will appear beneath "Comments".

One Stop 599 Applicant Tracking Report

Change report parameters below and click:

Refresh

Choose Filters:	
<input type="checkbox"/> Remove Completed Applications	<input type="checkbox"/> With Documents Pending
<input type="checkbox"/> With Unresolved Issues	<input type="checkbox"/> Recommendation Pending with SPU

Choose Desired Report Columns:
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> SSN
<input checked="" type="checkbox"/> In Training Disclosure Date
<input checked="" type="checkbox"/> Application Provided or Correction Requested
<input checked="" type="checkbox"/> Received Completed Application or Correction
<input checked="" type="checkbox"/> Type of Application
<input checked="" type="checkbox"/> Documents Pending
<input checked="" type="checkbox"/> Date Pending Documents Received
<input checked="" type="checkbox"/> Recommendation Sent to SPU
<input checked="" type="checkbox"/> Type of Recommendation
<input checked="" type="checkbox"/> SPU Identified Issue
<input checked="" type="checkbox"/> Issue Resolved
<input checked="" type="checkbox"/> How Issue Resolved
<input checked="" type="checkbox"/> SPU Determination Issued
<input checked="" type="checkbox"/> SPU Determination Type

Flexible Report Parameters:
(found at bottom of report)

2 Options:

- Choose Filters
- Choose Desired Report Columns

One Stop 599 Applicant Tracking Report

Change report parameters below and click:

Refresh

Select the Filter Option you want and then click on Refresh to re-run the report

Choose Filters:	
<input checked="" type="checkbox"/> Remove All Completed Applications	<input type="checkbox"/> Filter for Documents Pending
<input type="checkbox"/> Show Unresolved Issues	<input type="checkbox"/> Show Recommendations Pending with SPU
Choose Desired Report Columns:	

Four Options:

1. Remove All Completed Applications:

- report shows incomplete applications only (excludes completed applications)

2. Filter for Documents Pending

- report shows only applications that have pending documents outstanding

3. Show Unresolved Issues

- report shows only applications where SPU has identified an issue and issue has not yet been resolved

4. Show Recommendations Pending with SPU

- Report shows only applications that the One Stop has forwarded to SPU with recommendation and no determination has yet been issued by SPU

One Stop 599 Applicant Tracking Report

Change report parameters below and click:

Refresh

Select the Filter Option you want and then click on Refresh to re-run the report.

Choose Filters:	
<input type="checkbox"/> Remove Completed Applications	<input type="checkbox"/> With Documents Pending
<input type="checkbox"/> With Unresolved Issues	<input type="checkbox"/> Recommendation Pending with SPU

Choose Desired Report Columns:	
<input checked="" type="checkbox"/> Name	
<input checked="" type="checkbox"/> SSN	
<input type="checkbox"/> In Training Disclosure Date	
<input checked="" type="checkbox"/> Application Provided or Correction Requested	
<input type="checkbox"/> Received Completed Application or Correction	
<input type="checkbox"/> Type of Application	
<input checked="" type="checkbox"/> Documents Pending	
<input type="checkbox"/> Date Pending Documents Received	
<input type="checkbox"/> Recommendation Sent to SPU	
<input checked="" type="checkbox"/> Type of Recommendation	
<input type="checkbox"/> SPU Identified Issue	
<input type="checkbox"/> Issue Resolved	
<input checked="" type="checkbox"/> How Issue Resolved	
<input checked="" type="checkbox"/> SPU Determination Issued	
<input checked="" type="checkbox"/> SPU Determination Type	

Choose Desired Report Columns by checking only the columns you want included in the report.

Original Claim (OC) 599 Applicant Tracking Report

OC Applicant 599 Determinations by SPU

Office: AMSTERDAM

Links	OSOSID	SSN	Name	OC Applicant Determination by SPU	Type of OC Applicant Determination	Date of F/U with Disapproved OC Applicant
Comments	NY009913630		Close, Jessica	2008-08-26	D	-
Comments	NY008331137		Bonneau, Brandi	2008-08-15	A	-

Click Column Header to sort [Total Records: 2](#)

Change report parameters below and click:

Choose Filters:
<input type="checkbox"/> Show Approvals
<input type="checkbox"/> Show Disapprovals
<input type="checkbox"/> Show Customers with Follow Up Done
<input type="checkbox"/> Show Customers with OSOS Training Service Listed

Column Headings of Original Claim (OC) 599 Applicant Tracking Report:

- OC Applicant Determinations
- Type of Applicant Determination: A (Approved) or D (Disapproved)
- Date of F/U with Disapproved OC Applicant

Original Claim (OC) 599 Applicant Tracking Report

Change report parameters below and click:

Choose Filters:

- Show Approvals
- Show Disapprovals
- Show Customers with Follow Up Done
- Show Customers with OSOS Training Service Listed

599 Tracking Reports

- 599 Web Based Reports are still in Development
- Once in Production, located as part of same site including current LWIA-MR and Potential Exiter Reports:

<http://10.64.106.121:8055/reportsite/index.jsp>

UI Imaged Documents

Access to UI Imaged Documents

- Initially for Phase I Pilot:
 - 1-2 DOL staff per One Stop location have had FAF software loaded onto their PCs and have been granted access to view imaged documents
- Department is still discussing parameters for expanding access to 599 UI Imaged documents to partners

UI Imaged Documents

- Confidentiality must be ensured. Staff only view documents related to 599.
- Transmitting to FAF
 - Fax Application to FAF – documents are entered without human interference by next business day
 - Mail – handled by human and entered in approximately 5-7 business days as of mailing date.

UI Imaged Documents

Examples of Need for UI Imaged Documents

- View documents related to claimants disapproved by SPU
- Review documents as needed to resolve discrepancies in cases where SPU and One Stop disagree on approval recommendation
- View original 599 approved application, if/when modification to training plan requires submittal of new 599 application
- View class grades and/or other progress materials submitted by claimant

Viewing Documents in FAF

How-To Instruction Guide to view documents in FAF Available

- Double click on the icon on your desktop to open the imaging software and then minimize the Window
- Log into the Mainframe



Application Selection

Help Desk 1-866-592-4640 or 402-4640

Date: 08/28/08 Time: 14:16:59

Broadcast: Term: TDOLQ901

Prtr: Prt Key:

Select application or enter command. Return to this panel using Escape key PF14

Issue commands in applications using Command key PF10 and Prefix \$\$

ID	Name	Status	M	B	Jump Key	Application Description
1	CERT	21:49			PF13	Certification CICS
2	CICS	21:49			PF13	Production CICS
3	TSO	21:38			PF13	Time Sharing
4	OV/MVS				PF13	OfficeVision/MVS
5	FAF	13:35			PF13	ImagePlus

Enter on the command line the appropriate ID number to open FAF (in this example, the ID number is #5 – your ID number may differ)

Press PF3 (Disconnect) or type LOGOFF before leaving this terminal unattended!
To terminate all sessions use the LOGOFF command. User: BCAMCB Grp: LABOR

COMMAND ==> 5

PF1=Help

PF3=Disconnect

PF7=Backward PF8=Forward

b

23/015

cursor is on row 23, column 15.

it is not inhibited.

rt Mode is off.

s Lock is off. 3270 Numeric Lock is off.



Folder Application Facility Sign On

Type information and then press Enter.

```

User ID . . . . . _____
Application ID code _____
Language . . . . . _____
Workstation ID . . . . . _____
IODM ID . . . . . _____
User security data _____

```

Enter your User ID, the Application ID Code is 2, and your Workstation ID. Leave Language, IODM ID and User Security Data fields blank. Then hit your "enter" key.

F1=Help F3=Exit F12=Cancel



Folder Application Facility

Select one of the following functions and press Enter.

- 6 1. Get work
2. Windup
3. Folder functions
4. Document functions
5. List folders
6. List folder contents
7. Workflow functions
8. Supervisory functions
9. Sign off

Enter # 6 to list folder contents

Command ==> _____

F1=Help F3=Exit F12=Cancel

MA b

21/013

The cursor is on row 21, column 13.

Input is not inhibited.

Insert Mode is off.

Caps Lock is off. 3270 Numeric Lock is off.

Connected to remote server/host dol221611 using lu/pool TDOLQ901 and port 23

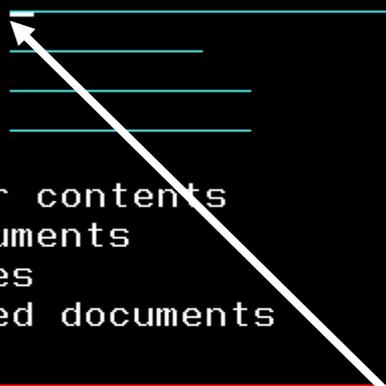


Parameters for List Folder Contents

Type information, then tab to the menu selection field and select an option. Press Enter.

Folder ID . . . _____
 File tab . . . _____
 Start date . . . _____
 End date . . . _____

- _ 1. List folder contents
- 2. Modify documents
- 3. Modify pages
- 4. List deleted documents



Type Claimant's SSN on Folder ID, enter # 1 on List folder Contents, hit enter

F1=Help F3=Exit F12=Cancel

cursor is on row 6, column 19.

t is not inhibited.

rt Mode is off.

s Lock is off. 3270 Numeric Lock is off.



Folder Contents

801

1=History 2=Workflow 3=Display document 4=Display details 5=Print
8=Export 9=Versions

-----More: +

Act	Description	Received	Filed	File Tab	Pages
<u>3</u>	OS44F - TRAINING APPLICATION 99 PKT ONE STOP	5 08/26/2008	*****	NONMON	012
-	TCCBTQD - BTQ SUMMARY SHEET NO DISQ/WALMART RE HRG REQ	2 07/10/2008	07/10/2008	NONMON	002
-	TCC424.2-M-NOTICE ABOUT HEARI NG REQUEST - EMPL	06/27/2008	06/27/2008	NONMONM	001
-	HEARING REQUEST-ROUTE	06/24/2008	06/26/2008	HEARING	003
-	TCC413 - SUMMARY - AGENT WALMART	05/19/2008	05/19/2008	NONMON	001
-	TCCBTQD - BTQ SUMMARY SHEET NO DISQ-WALMART	05/19/2008	05/19/2008	NONMON	002
-	TCC413 - SUMMARY - CLT WALMART	05/16/2008	05/16/2008	NONMON	002

F1=Help F3=Exit F6=More details F7=Bkwd F8=Fwd F12=Cancel

Lock is off. 3270 Numeric Lock is off.

connected to remote server/host dol221611 using lu/pool TDOLQ901 and port 23



FAX TO: 1-518-457-9492

FROM:

ONE STOP OFFICE:

Career Central, Albany, NY

SENDER'S NAME:

ENCLOSED DOCUMENTS:

- OS44 ONE STOP TRAINING APPLICATION
- OS44R ONE STOP 599 TRAINING RECOMMENDATION
- OS44PD PENDING DOCUMENTS ADVISORY
- SUPPORTING DOCUMENTS

1. Bryant & Stratton College Acceptance Letter
2. Bryant & Stratton College Enrollment Form
3. Bryant & Stratton College Fall Schedule 2008
4. _____
5. _____

COMMENTS:



599- Related UI Imaged Documents

- OS44R – Training Application 599 Package One-Stop
- TC44 – Training Application 599 *(TC44S – Spanish)*
- TC44.1 – Request for Additional Information *(TC44.1S – Spanish)*
- TC599LMS – Labor Market Statement for Approved Training
- TC316.1 – Training Approval Sect 599 *(TCC316.1S - Spanish)*
- TC316.2 – Training Disapproval Section 599 *(TC316.2S – Spanish)*

599- Related UI Imaged Documents

- TC316SC – 599 Special Circumstances
- TC44.2 – Not Enrolled Letter & Training Application
(*TC44.2S – Spanish*)
- TC316.3 – Training Termination Section 599
(*TC316.3S – Spanish*)
- TC316Q – 599.2 Inquiry (*TC316QS – Spanish*)
- TC612.1 – Student Attendance Verification
- BYE – Advisement of BYE for 599
- CALLBACK – SPU Callback (*CHCABACK – Spanish*)

Q & As

- Your Questions?